

**THE NORTH HAVEN BOARD OF EDUCATION  
5 LINSLEY STREET  
NORTH HAVEN, CONNECTICUT**

**MINUTES**

Date: August 14, 2014

6:30 p.m.

**THIS MEETING WILL TAKE PLACE AT CENTRAL OFFICE, 5 LINSLEY STREET, NORTH HAVEN, CT 06473**

Attendance at this REGULAR Meeting: Anita Anderson, Wesley O'Brien, Bryan Bogen, Jennifer Caldwell, Matthew Kerzner, Goldie Adele, Randi Petersen, Matthew Kerzner and Robert D. Cronin, Ph.D., Superintendent of Schools, Melinda McKenna, Assistant Superintendent of Curriculum and Instruction, and Kristine Carling, Director of Finance, Operations and Human Resources.

Absent: Alicia Clapp and Jennifer Cecarelli

Mrs. Anderson made the following motion:

Moved: to remove the action item to hire coaches off the agenda

Approved

MOVED: Jennifer Caldwell

SECOND: Bryan Bogen

AYE: 8

NAY: 0

ABSTAIN: 0

Mrs. Anderson explained that the Board voted at an earlier Board of Education meeting to give Dr. Cronin the authority to hire coaches without the Board approval as long as all background checks were followed accordingly.

**1. Consent Agenda**

- a. Approval of the Minutes of June 12, 2014

Moved: to approve the Minutes of June 12, 2014

Approved

MOVED: Matthew Kerzner

SECOND: Jennifer Caldwell

AYE: 8

NAY: 0

ABSTAIN: 0

**Items Removed from Consent Agenda:**

**2. Student Reports**

**3. Chairman's Report**

- a. Resignation of the following teachers:

1. Jeff Rhone, Music Teacher at Ridge Road School
2. Justin Marciano, English Teacher at NHHS
3. Aimee McLaughlin, Grade 5 teacher at Clintonville Elementary School
4. Jennifer Fusco, Psychologist at Ridge Road School
5. Gail Pietrycha, Family and Consumer Science teacher at NHHS

Moved: to approve the resignations of the above listed teachers

Approved

MOVED: Matthew Kerzner

SECOND: Bryan Bogen

AYE: 8

NAY: 0

ABSTAIN: 0

- b. Approval for maternity leave for Kristen Degnan, English Teacher at North Haven High School. Kristen will go out on leave on November 24, 2014 and return to work on March 2, 2015.

Moved: to approve maternity leave for Kristen Degnan, English Teacher at North Haven High School.

Approved

MOVED: Matthew Kerzner  
SECOND: Bryan Bogen  
AYE: 8  
NAY: 0  
ABSTAIN: 0

#### **4. Report of Standing Committees**

##### **a. Finance and Operations**

###### **1. Director of Finance and Operation's Report**

Mrs. Carling reported Finance & Operation did not meet this evening due to a lack of quorum.

Mrs. Carling reported on the following:

- 2013-2014 financial packet was given to the Board of Education. The district has spent their entire budget, and met all obligation to employees and third party contractors. Mrs. Carling stated that the district was able to purchase some additional technology for the high school and the elementary schools, as well as textbooks and instructional supplies.
- 2014-2015 financial information was reviewed. Mrs. Carling reported that orders are being processed for the beginning of school. Mrs. Carling stated that the district is still in hiring process at this time due to late resignations.
- Federal and state grants are included in the Board packet, however Mrs. Carling stated that the district does not know how much we are getting at this time. Mrs. Carling reported that the Assistant Superintendent of Curriculum and Instruction and the Career Education Program Coordinator wrote and applied for a grant for personal finances and have received a \$15,000 grant.
- Website is going to be up-dated at this time. Format is being discussed and will be chosen to make the website more user friendly.

###### **2. Approval of the 2013-2014 Monthly Financial Report and 2014-2015 monthly financial Report**

Moved: to approve the 2013-2014 Monthly Financial Report and the 2014-2015Monthly Financial Report

Approved

MOVED: Bryan Bogen  
SECOND: Randi Petersen  
AYE: 8  
NAY: 0  
ABSTAIN: 0

###### **2. Approval of North Haven High School pre-school fee schedule**

Mrs. Carling reviewed the Pre-School services ages 3-Kindergarten. Mrs. Carling stated that High School students who are taking Early Childhood Education are with these children with the teacher and get hands on experience. This is a nice program for both students as well as the parents whose children attend. Mrs. Carling shared the tuition schedule with the Board of Education members. Mrs. Carling stated that she has done some research and with the cost of living increases over the years, it is only right that the rates go up to reflect the cost of living increase. These rates have not increased in the past 14 years. The Curriculum, Instruction and Planning committee is recommending at this time to have the fees go up 25% to reflect these increases.

Moved: to approve the North Haven High School pre-school fee schedule

Approved

MOVED: Wesley O'Brien  
SECOND: Bryan Bogen  
AYE: 8  
NAY: 0  
ABSTAIN: 0

### **Curriculum, Instruction and Planning**

#### **b. Director of Curriculum and Instruction Report**

Curriculum, Instruction and Planning met and discussed the following:

- Update of NHHS preschool program- Kristine Carling joined the meeting for this item agenda. Rate changes were discussed and this information will be brought to the August Board of Education meeting for approval. The group discussed findings from a phone conference with the Connecticut State Department of Education regarding lab site preschool programs housed in public school settings.
- Summer School update- Sue Bass (Summer School Director) joined the meeting and discussed the program. She provided the group with a handout and data around enrollment and costs.
- Mrs. McKenna shared information about the district Transition Program which was provided by Dana Coriveau. The parent/ student open house was held in July and was a huge success.
- Discussion of new bus loop at Ridge Road School and work being done around dismissal planning.
- The district central office is preparing for new teacher orientation, the Administrator Retreat and Convocation.
- Establish times and dates for 2014-2015 C & I meetings- The group determined that we would continue meeting on the first Monday of the month at 9AM at central office. Since the first Monday in September is Labor Day, the group will meet on September 8, 2014 at 9AM at central office.

#### **d. Building Committee**

Mr. Adele reported last phase of picking a construction manager is complete. Mr. Adele stated that the Security and Safety Committee met Tuesday to review and discuss security systems. Mr. Adele reported that everything is on track time wise.

#### **e. Policy Committee**

1. Approval to rescind the following Policies:
  - 5005 Non Instructional Operations
  - 5007 Accident Prevention and Reporting
  - 5008 Fire Prevention
  - 5003 Solicitations
  - 5004 Budget and Expense Reports

Moved: to approve to rescind the following Policies:

5005 Non Instructional Operations  
5007 Accident Prevention and Reporting

5008 Fire Prevention  
5003 Solicitations  
5004 Budget and Expense Reports

Approved

MOVED: Matthew Kerzner  
SECOND: Wesley O'Brien  
AYE: 8  
NAY: 0  
ABSTAIN: 0

## 2. Review and approve School Building Usage / Rental

The Board of Education discussed the Community Use of School Facilities to update the policy with regards to for profit or not for profit using/paying for the use of school facilities. The Board discussed different fees for profit and not for profit.

Mr. Kerzner made the following motion:

Moved: to AMEND the current policy and divide it profit/not for profit and adopt a fee schedule in place with the understanding that we will review the policy at a later date.

MOVED: Matthew Kerzner  
SECOND: Bryan Bogen  
AYE: 8  
NAY: 0  
ABSTAIN: 0

The Board discussed the above motion in detail.

After said discussion, Matthew Kerzner rescinded the above motion.

Mrs. Caldwell made the following motions:

Moved: to approve the Community Use of School Facilities Policy 3515 a and b,

Approved

MOVED: Matthew Kerzner  
SECOND: Anita Anderson  
AYE: 8  
NAY: 0  
ABSTAIN: 0

Moved: to approve the proposed fee schedule for Community Use of School Facilities increasing 100% for not for profit organizations

Approved

MOVED: Matthew Kerzner  
SECOND: Anita Anderson  
AYE: 8  
NAY: 0  
ABSTAIN: 0

Mrs. Anderson stated that from now on all Policy matters will be discussed in a Policy Workshop, as discussed previously in order to understand the policies better.

### **f. Athletic Committee**

Mrs. Petersen reported the following from the June 25, 2014 meeting:

#### **Coaching**

1. Mr. Petronio stated he has updated the hiring process for coaches.
2. Discussed using Facebook and Twitter to recognize athletes and coaches.

3. Policies need to be created to address background checks and fingerprinting for all coaches and volunteers.

### **Fundraising**

1. Mr. Dave Montano spoke about the fundraising banners and updated the committee on his progress thus far. He has looked into fabric/prices, etc. and will update and present to the entire Board at the next Board of Education meeting in August.

### **Fields/Maintenance**

1. Nothing to report at this time.

### **Misc.**

1. Mr. Chris Burns, swimming program volunteer spoke about the Colorado Timing System and how beneficial it is for North Haven to have such a system.

2. Next meeting to take place on Tuesday September 2nd at 6:00 pm at Central Office.

1. Dave Montano – Banner Sponsorship Program

Mr. Montano explained the proposed North Haven Athletics Banner Sponsorship Program, which is a form of fundraising for the sports program.

Mr. Montano explained the Banner Sponsorship Program in detail, which will raise money to offset the costs for items that are not normally covered in the district's athletic budget. This is the rental of the district fences. Businesses would rent the fences to display their banners.

The Board liked this idea that Mr. Montano presented, and was very interested in learning more. The Board decided they would like to reach out to legal counsel to get more advice on how to proceed.

**5. ACES – no report**

**6. North Haven PTA Council – no report**

**7. Enrollment**

**8. Superintendent's Report**

Dr. Cronin has been monitoring enrollment, specifically kindergarten numbers for the upcoming year, and to date we are fine with the numbers of kindergarteners enrolled. Dr. Cronin stated that he is watching this very closely as the first day of school approaches and new students are enrolling.

a. Approval of the 2014-2015 Teacher/Administrator Evaluation Plan

Moved: to approve the 2014-2015 Teacher/Administrator Evaluation Plan

Approved

MOVED: Anita Anderson  
SECOND: Matthew Kerzner  
AYE: 8  
NAY: 0  
ABSTAIN: 0

Dr. Cronin is suggesting that North Haven adopt the State model for the teacher/Administrator Evaluation Plan. Some changes have been made. Originally teachers were required to do 2 Student Learning Outcomes (SLOs) and that has been now changed to 1 SLO. Dr. Cronin stated that he would like that to also change in North Haven's plan. Also all teachers in their first four years of teaching will be formally observed 3 times and three informal evaluations. Dr. Cronin stated that that will remain the same. Dr. Cronin continued that after year four, teachers will be formally observed a minimum of one time every three years, but will continue to have three informal observations annually. There have been no changes to the Administrator piece of the Evaluation Plan.

Dr. Cronin recapped the following events:

- August 18-19 New Teacher Orientation @ Central Office

- August 20 Opening Administrative Council Meeting @ Central Office
- August 21-22 Administrators Retreat
- August 25 Convocation @ NHHS
- August 26 Professional Development for teachers
- August 27 First day of School

**9. Public Comments** – No public comments

**10. Executive Session:** for matters of personnel/legal matters

Moved: to go into Executive Session for matters of personnel/legal matters

Approved

MOVED: Randi Petersen  
 SECOND: Matthew Kerzner  
 AYE: 8  
 NAY: 0  
 ABSTAIN: 0

**11. Adjournment**

Moved: to adjourn at 9:40 p.m.

Approved

MOVED: Mathew Kerzner  
 SECOND: Goldie Adele  
 AYE: 8  
 NAY: 0  
 ABSTAIN: 0

Respectfully submitted,

*Anita Anderson*

Anita Anderson,  
 Chairman